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Course Registration of Bachelor Degree
(Senior Students)





Course Registration of Bachelor Degree (Senior Students)



Who is required to register for courses?

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How can I register for courses?

How do I know what course should I register?

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What should I do if I fail to register for my preferred section for the General and Language Courses?

What should I do if I need to amend my course registration after it has been approved?

What should I do if I failed to login to MyUTMPortal or Student Portal or it appeared "error 500"?

What is "UG" or Grade Redemption?

What is "UK" or Repeat Course?

What should I do if I miss the course registration period?

What should I do if I am prevented from registering for courses due to an outstanding fee?



<https://amd.utm.my/>



Academic Management &
Conferment Section

#1

Course Registration of Bachelor Degree (Senior Students)



*Who is required to register
for courses?*

*All current ACTIVE bachelor's degree
students.*



*What happens if I don't register
for any courses for a semester?*

*Students must register for the course
every semester. Those who fail to register
without acceptable reasons will be
terminated.*



#2

Course Registration of Bachelor Degree (Senior Students)



I have deferred my study this semester. When should I register for courses?

Student who defers or cross campus in current semester or any other special case which allowed by the University will register for courses during Special Course Registration, which date will be announced later or is according to the Work Schedule at the AMD website: <https://amd.utm.my/work-schedule>



Course Registration of Bachelor Degree (Senior Students)



Starting Course Registration for Semester I 2025/2026, the registration period will be based on year of studies. How is the academic year determined?

The academic year is based on your **Cumulative Credit Obtained** and (if any) the total vertical credit transferred approved. Kindly note that the year of study is **NOT** based on the number of semesters.

Kindly refer to your Academic Office for further details.



#4

Course Registration of Bachelor Degree (Senior Students)



How can I register for the course?

You may refer to the Course Registration Guide for Bachelor Degree (Senior Student) at the AMD website:

<https://amd.utm.my/course-registration-guidelines-3/>

or follow these steps:

- 1.Go to MyUTM Portal : <https://my.utm.my>
- 2.Login using your UTM ID
- 3.Go to the Course Registration Menu



#5

Course Registration of Bachelor Degree (Senior Students)



How do I know what course should I register?

The list of courses for your upcoming semester has been shortlisted in the Course Registration Menu. However, you still need to cross-check with your study plan, which is provided by your respective faculty/Academic Advisor.



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Course Registration of Bachelor Degree (Senior Students)



What should I do if I could not find the course to register in the shortlisted Course Registration Menu?

You may add it from button "+Add" as explained in the Course Registration Guide for Bachelor Degree (Senior Student) at the AMD website:

<https://amd.utm.my/course-registration-guidelines-3/>



<https://amd.utm.my/>



Academic Management &
Conferment Section

Course Registration of Bachelor Degree (Senior Students)



What should I do if I still could not find the course to register?

If the course could not be found from the list, it may be due to one/some of these reasons:

- i)The course is not in your curriculum structure*
- ii)The course is not being offered this semester*
- iii)Any other reason*

You are advised to consult your Academic Office in the faculty.



Course Registration of Bachelor Degree (Senior Students)



Why can't I register less than 12 credit hours?

The Academic Regulation for Full Time Undergraduate Programme stated that the minimum number of credits registered in a semester should not be less than TWELVE (12) credits, including courses with Audit Course (HS) and Compulsory Course (HW) status, except for students with Probation Status (KS) and/or students in their last two (2) semesters.



Course Registration of Bachelor Degree (Senior Students)



Why can't I register more than 18 credit hours?

*The Academic Regulation for Full Time Undergraduate Programme stated that the maximum number of credits registered in a semester should not be more than **EIGHTEEN (18)** credits, including courses with Audit Course (HS) and Compulsory Course (HW) status, unless it has been set in the curriculum structure.*





What should I do if I fail to register for my preferred section for the General and Language Courses?

Make sure you choose the correct section:

Type of Course	UTMJB	UTMKL
General Courses & Language Courses for Degree Programme	Section 01 - 89	Section 90 - 99
General Courses for BGS & BBA Programme	Section S1 - S10	-
Free Elective Courses	Section EB01 - EB09	Section EB10 - EB19



Course Registration of Bachelor Degree (Senior Students)



After submission of course registration, do I need approval from Academic Advisor?

Yes. You still need the approval from Academic Advisor. Before the approval, if you need to amend your registration, kindly ask your AA to "Disapprove" your application. Thus, you may resubmit course registration before the deadline.



#12

Course Registration of Bachelor Degree (Senior Students)



What should I do if I need to amend my course registration after it has been approved?

Any amendment to course registration (to add or to delete or to change section) should be done during the **Amendment of Course Registration Period**.

Kindly refer to the work schedule at the AMD website:
<https://amd.utm.my/work-schedule> for details.



<https://amd.utm.my/>




Academic Management &
Conferment Section



What is "UK" or Repeat Course?

If you failed any of your compulsory courses, the course will be labelled with a status of "UK," and you must repeat the UK course until you pass. You are advised to prioritize registering for your UK course.



What is "UG" or Grade Redemption?

You may repeat the course with a grade B- and below to improve the grade with a status UG. The better grade is considered for the computation GPA and CGPA. A fee of RM75.00 for each credit will imposed.





If I still have problem to register course, what should I do?

1. Make sure you have **no outstanding fees**
2. Make sure you register on the **correct date** for your year of study
3. Make sure you follow the **correct steps** as mentioned in the guidelines.
4. If you are still facing problems, kindly contact your faculty for assistance.



What should I do if I failed to login to MyUTMPortal or Student Portal or it appeared "error 500"?

Kindly report via
<https://support.utm.my>
(ICT Services) for assistance.





What should I do if I miss the course registration period?

*You could register for courses (with a penalty RM100.00 per course) during the late registration period. However, it is subject to approval by the Faculty.
Kindly refer to your respective faculty.*



Course Registration of Bachelor Degree (Senior Students)



What should I do if I am prevented from registering for courses due to an outstanding fee?

Kindly contact:

For **mainstream students**: the Bursary Office via bendahari-ukp@utm.my.

For **IDP students**: the UTMSpace Office via space@utm.my.

You may register for courses before the deadline if your outstanding fees are settled.

